

# Get your course materials out of Blackboard

This guide shows you:

- Get files from Blackboard, course content system
- How to make a package in Blackboard

## Get files from Blackboard, course content system

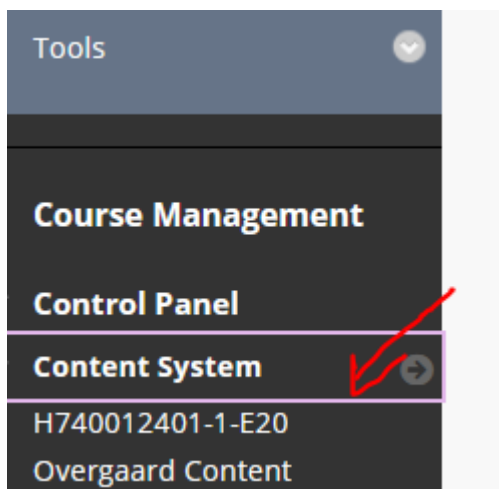
SDU has decided to import your course material from two years (F19-E19-F20-E20 of courses created from STADS, and manually created courses created later than 1 January 2018) from Blackboard to itslearning.

The material from a course, incl. files, tests, assignments, items and external links can be found in a course package in itslearning. Do you want older materials than the automatic migrated, you need to download the materials in Blackboard first or create your own package.

### Where to find the files

Whenever you put a file in a course on Blackboard. Eg using file or item, it places the file in the course content system. You can find the files

- 1) click the top tab Content system and navigate to the specific course on the list or
- 2) beneath the control panel (easier)



Click the course ID number to access the course content system

BSc. : Int. samfundsbeskrivelse, 1./2. semester, efterår 20/forår 21

Business and Social Sciences

Announcements

Course Information

Course Materials

Assignments

Videos

Tools

Course Management

Course Content: H740012401-1-E20

Upload

Create Folder

Download Package

Copy

Move

Delete

	FILE TYPE	NAME
<input checked="" type="checkbox"/>		Fælles intro_201020.pptx
<input checked="" type="checkbox"/>		IntSamf III_economic history.pptx
<input type="checkbox"/>		IntSamf II_WHR(1).pptx

Select the files you want to download, click on the Copy-button or use Blackboard drive and stifinder on your computer (Then the look and feel is like working in your file system on your computer)

Save the copy on you OneDrive. Now follow the guide 'Access to automatically transferred Blackboard course materials in itslearning'.

## How to make a package in Blackboard

Below the control panel click on Packages and Utilities > Export/Archive Course.

The course package contains a folder structure similar to the menu structure in Blackboard.

Grade Centre

Users and Groups

Customisation

**Packages and Utilities**

Bulk Delete

Course Copy

Export/Archive Course

Export/Archive Course

Export Package

Archive Course

Export Common Cartridge Package

Refresh

### SELECT COPY OPTIONS

★ Source Course ID 2710121-FL-F15

### SELECT COMMON CARTRIDGE VERSION

- ☐ Export as Common Cartridge 1.2  
☒ Export as Common Cartridge 1.1  
☐ Export as Common Cartridge 1.0

### SELECT CONTENT AREA

All Content Areas (as Folders) ▼

☐ Use the name of the Content Area as the Cartridge name

### Submit

You will get an email when the package is ready, and it will be downloadable in Blackboard (click Refresh if you can't see the file on the page).

## Export/Archive Course

Export Package

Archive Course

Refresh

FILE NAME

CommonCartridge\_2710121-FL-F15\_20210112121116.imsc

Now you can download and upload the package in itslearning.

Follow the guide 'Access to automatically transferred Blackboard course materials in itslearning' on how to migrate.